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CITY OF STAMFORD
HISTORIC PRESERVATION ADVISORY COMMISSION

888 WASHINGTON BOULEVARD
P.O. Box 10152
STAMFORD, CT 06904 -2152

Application for HPAC Review

Name of Project:

Address of project: _____ Nearest cross street: _____

Tax ID: _____ Building zone: _____

Date of original structures: _____ Date of out-buildings or additions: _____

Current use: _____ Proposed use: _____

Changes to floor area: Existing area: _____ Proposed area: _____

Is this a demolition application only? [Y] [N]

Has a site plan been submitted to Planning and Zoning? [Y] [N]

Has the project been reviewed by HPAC before? [Y] [N]

Briefly describe the project: _____

Name of Property Owner _____ E-mail: _____

Address: _____ Daytime phone: _____

Signature of Owner _____

Name of Applicant: _____ E-mail: _____

Address: _____ Daytime phone: _____

Signature of Applicant _____

Architecture firm: _____ E-mail: _____

Address: _____ Daytime phone: _____

Name of presenter: _____

Applications to HPAC must include all documents and drawings that describe the project.
A Check List of submittal requirements is on a separate sheet. Please complete and attach to this form.



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Check List

In order to be eligible for a review by HPAC, the applicant must submit a complete application two weeks (14 days) prior to the next monthly meeting. Such applications must include drawings, as well as a written description of the work as noted below. Additional copies must be provided to the Commission members on the date of the meeting.

The following requirements must be followed for all submittals. The owner, the applicant, or a qualified representative must appear at the meeting to present the project.

At time of application, two (2) weeks in advance of meeting:

- ☐ One copy of the HPAC Application Form, completed with this Check List of requirements attached. (Please attach a site location plan or Google Earth plan.)
- ☐ A CD or e-mail file of all the application materials - in .pdf form
- ☐ Historical description of any existing structures, plus any historical photos. (Normally 8½" x 11")
- ☐ Photos (in color) of the building, any out-buildings, site, and adjacent building context. (Tiled on 8½" x 11" or 11" x 17") (Show adjacent buildings & buildings across the street.)
- ☐ One paper copy at full size of the site plan or survey. (Usually 24" x 36")
- ☐ One paper copy at full size of all architectural drawings (plans & elevations). (Usually 24" x 36")

At time of the meeting presentation:

- ☐ Bring application form and historical description attached to drawings for review.
- ☐ Bring eight (8) one half (½) size sets of presentation materials for handout. (Usually 11" x 17")
- ☐ Bring all full-scale architectural drawings, mounted on foam core, for presentation. (In color, if appropriate).
- ☐ Bring eight (8) sets of building, site, and context photos. (8½" x 11" or tiled on 11" x 17" sheets)

If alterations and/or improvements are planned - in addition to items noted above:

- ☐ Bring rendered elevations and/or perspectives depicting actual materials, color, and shade used.
- ☐ Bring the (proposed) site and landscape plan - rendered, if possible.
- ☐ Other information as may be appropriate to evaluate the design intent. (Actual samples of materials are helpful)

Please attach this page to the original Application Form.